



Assistant Director, Social Work

Department: Social Services

EEO Code: 21

Class Code: 4127

FLSA: E

Effective: 01/12/1994

GENERAL STATEMENT OF DUTIES:

Under administrative direction; performs work of considerable difficulty in managing, supervising and coordinating the activities of the Division of Services in the Department of Social Services; and performs other work as required

SPECIFIC STATEMENT OF DUTIES:

Plans, organizes and directs services staff and programs; establishes program goals and objectives; reviews and evaluates agency and program policy and effects of new programs or revisions; prepares and implements internal operating policy and procedure; monitors and evaluates program and staff performance; develops performance standards; assists supervisors and staff on most difficult cases to develop resources other than traditional treatments; assists in making decisions on cases outside of policy; interviews, recommends hire, counsels and evaluates staff; assesses and provides training opportunities to staff; serves as liaison with citizen groups, state/local government staff and professional groups; interprets services programs to other agencies and the public; prepares regular and special report for Director; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of the principals and techniques of supervision; of social services objectives, principals and methods; of State and federal legislation pertaining to social services. Considerable skill in making decisions for complex/critical issues sufficient to ensure that legal, professional, and administrative requirements are met and that the agency is responsive to community needs; in supervising and training staff; in interpreting and explaining federal, State and local service programs and agency administrative procedures; in developing and maintaining good working relationships with internal and external customers; in compiling and analyzing data on service programs.

MINIMUM EDUCATION AND EXPERIENCE:

Completion of the core curriculum for a baccalaureate level major in social work or related field and five years of managerial experience in social work. MSW preferred. or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

None

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
